

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
November 29, 2011**

**CALL TO ORDER:**

**Chairwoman Karen Quinn called the meeting to order at 5:30 PM at the Lincoln Public Library.**

**PRESENT:**

**Trustees Wil Postle, Denise Blais, Merle Krueger (5:37 pm) Treasurer Diane Walsh (5:41 pm), and Chairwoman Karen Quinn were present. Also in attendance was Becky Boragine, Library Director.**

**ABSENT:**

**None**

**APPROVAL OF MINUTES:**

**The Minutes of the October 25, 2011 meeting were reviewed. A motion to accept the Minutes was made by Trustee Blais and seconded by Trustee Postle. The motion was approved unanimously.**

**DIRECTOR'S REPORT:**

**Ms. Boragine informed the Board that she attended Director's meetings at the town and the Ocean State Libraries quarterly**

membership meeting. She also informed the Board that the Dress-a-Bear Silent Auction was a big success, making approximately \$5,200.00 after processing 140 bids. Ms. Boragine also indicated that Central Falls will be returning to the OSL. Also, the Library made approximately \$2,600.00 on the Christmas items that had been donated to the Library. During October five computer classes were held, five children's programs were held, sixteen story times, eight teen programs and twelve adult programs took place. Ms. Boragine indicated that items added to the collection in October were 609 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,235 items. A total of 63 new patrons were given library cards. Loaned 3,813 items out to other libraries and borrowed 1,641 items. The in-house computer usage was 1,982. The Library web pages were accessed 211,681 times. The online database usage was 2,194. Overdrive usage was 260 and includes Audio 117, Disney 4, E-Books 119 and E-Books usage was 6.

A motion to accept the Director's report was made by Trustee Postle and seconded by Treasurer Blais. The motion was approved unanimously.

#### **FINANCIAL REPORT:**

Treasurer Diane Walsh reported the balances as follows:

- Fines:
- Champlin Account: \$33,650.85

- **Trustees Account: \$104,654.34**
- **Checking Account: \$374.88**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,171.47**

**The Catie Kurowski Fund money placed in a CD is up for renewal on 12/4/11. Treasurer Walsh questioned if the Board wanted to renew the CD for the one year term or should it be changed to a six month CD. The Board was in agreement that the funds should be renewed for a six month term. The paperwork was signed and Ms. Boragine will mail it to Navigant.**

**A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Blais. Motion seconded by Trustee Postle. The motion was approved unanimously.**

#### **UNFINISHED BUSINESS:**

**Trustee Postle discussed the meeting that was held with the architects and the Capital Development Committee. They gave a quick layout of ideas regarding the addition. This was the second meeting with the Capital Development Committee. A discussion was held regarding adding space to the front of the Library. Ms. Boragine indicated that the interaction with the board and committee was very good. A preliminary drawing was also provided. Trustee Postle spoke very highly of the architect; they have a good sense of what**

the needs are. Trustee Krueger indicated that a lounge area was discussed with the new layout. He also mentioned the architects know that the work flow is very important. The Committee was very pleased with the ideas presented and was open to additional ideas presented. Chairwoman Quinn very happy with ideas presented, however expressed the need to not lose any space for books. Trustee Blais expressed her concern that the size of the circulation area, and if the architects understand the need for that area to be large enough for its needs. Ms. Boragine also discussed the convenience of a book drop/ media drop area and how patrons are looking for the convenience and that they are looking into incorporating that into the plans. Treasurer Walsh asked what time frame the committee believed this project would begin. Trustee Krueger and Postle both believed that the spring of 2012 looked realistic. Ms. Boragine indicated that the Library did receive \$180,000 from The Champlin Foundations for this project.

#### **NEW BUSINESS:**

The Board agreed that from December 10th – 17th that the Library could collect “Food for Fines”.

The Budget was also discussed in detail. The overdrive usage and e-books need to be looked at. After the Christmas holiday, an E-book day is planned to assist patrons in using their new e-book devices. Ms. Boragine indicated that overall the budget remained at the same level as last year. She indicated that she did shift some monies to

building maintenance for snow removal. Also she is asking for an additional \$5,000 to purchase more computers. The shelf life of computers is approximately four years and given that the demand is high for their usage, Ms. Boragine felt it would be in the Library's best interest to purchase new computers. The Budget will be submitted to the Town Finance Director and the Town Administrator; they will review it and submit to the Budget Board.

Ms. Boragine informed the Board that she had reached out to neighboring libraries for their job descriptions for an Assistant Director. She received two responses and appeared that they also have the Assistant Director serve as the computer/technology assistant. Ms. Boragine indicated that the same job descriptions that we are currently using have been in existence since 1985 with some minor amendments. She believes they need to be updated to reflect the growing demands on the library and its technology. Treasurer Walsh asked if the Library could hire someone and how quickly did Ms. Boragine believe she could get a new person. Ms. Boragine felt that she would like to hire someone by January 1st, 2012. Chairwoman Quinn felt that the technical experience component of the job should be included in the new job description for the Assistant Directors position. The job description will be rewritten and approved at the next meeting.

Chairwoman Quinn also asked the Board to review the minutes that are submitted by Ms. Boragine from the last meeting beforehand and

**to submit changes/corrections (if any) to Ms. Boragine before the meeting so that the minutes can be presented for approval without having to go back and make additional corrections.**

**There is no December board meeting; next meeting is to be held on January 31st, 2012.**

**The monthly newsletters and calendars have been sent out and distributed to patrons.**

**ADJOURNMENT:**

**There being no further business, a motion was made by Trustee Blais and seconded by Trustee Postle to adjourn the meeting at 6:39 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Joan Dion**

**Board Secretary**